

CITY OF HALLANDALE BEACH

Minor Development Review Single-Family And Duplex Residences

Submission Checklist

Date: _____ Folio # (required) _____

Location/Subject property: _____

Applicant's Name: _____ Phone: _____

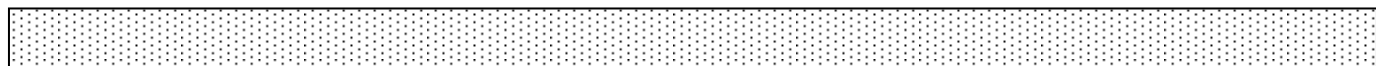
Agent's Name (if applicable): _____ Phone: _____

Type of application (check one): _____ Single-Family _____ Duplex

This checklist is for the convenience of applicants and the city to ensure basic submission information is provided. Applicants are responsible for submitting proposal in total compliance with all the requirements of Article V of the Zoning and Land Development Code. Failure to provide any listed items shall be cause for the city to return your application. You will be notified of any deficiencies of your submission after a sufficiency review of the application occurs. The adequacy of the submittal will be determined by staff.

Section I – General Information

A. Applicant has had a pre-application conference with staff. _____ Yes _____ No



	<u>APP</u>	<u>CITY</u>
1. Fees: Proof of payment (full fee)	_____	_____
2. Application has been fully completed, including full address, location and legal description of the subject property. Application must be notarized.	_____	_____
3. A certified plat of survey, prepared within one (1) year from date of application, which includes:	_____	_____
a. An accurate folio number and legal description of the subject property.	_____	_____
b. Computation of the total area of property in square feet and to the nearest tenth of an acre.	_____	_____
c. Zoning of the property.	_____	_____
4. Five copies of required site plan which shall:	_____	_____
a. Be prepared at a scale not smaller than one (1) inch equals (50) feet,	_____	_____
b. Be submitted on sheet(s) 24" x 36" unless the director determines sheet size would be more appropriate	_____	_____
c. Show the project name, name and address of the owner, designer and developer, north arrow, date, and scale drawing (numerical and graphic),	_____	_____
d. And reserve a blank space, three (3) inches wide and five (5) inches high for the use of the reviewing authority.	_____	_____
5. Proof of ownership, which shall consist of at least one of the following:	_____	_____
a. A fee simple title	_____	_____
b. An option to acquire fee simple title within a specific period of time	_____	_____
c. A leasehold interest in excess of 20 years	_____	_____

		<u>APP</u>	<u>CITY</u>
d.	A substantial interest in a joint venture agreement or real estate syndication which has or can obtain a fee simple title, or	_____	_____
e.	A marketable title subject to certain condition which will not substantially restrict development within a reasonable time	_____	_____
f.	An executed copy of the warranty deed.	_____	_____
6.	All mortgages, including purchase money mortgages, all easements restricting land use, all liens and all judgments, which may affect the site, must be identified.	_____	_____
7.	The site plan identifies the following:	_____	_____
a.	Identification of any existing site physiograph impacting the proposal such as identification of the 100 year flood plain and water courses.	_____	_____
b.	Existing tree survey, including their location, type, height, trunk diameter at 4 feet above existing ground level and a written statement from a qualified botanist, landscape architect, forester or ecologist explaining their value, their tolerance to the proposed development, and what measures are to be taken to minimize any negative impacts of the development as it is related to vegetation (when applicable).	_____	_____
c.	Existing structures, including their location, current usage, size and condition	_____	_____
d.	Notation of the existing zoning for the site.	_____	_____
e.	Identification on the survey of any utility easement affecting the property. (The site plan should qualify where the connection will be made to existing water and wastewater utility lines at the point of site intersection and the size of the lines.)	_____	_____
f.	Identification of the existing street right-of-way, the width of the improved surface, any related existing drainage swale, and name of the street.	_____	_____
g.	Proposed finished grading by spot elevations and, in particular, at locations along lot lines.	_____	_____
h.	Identification of site drainage improvements to be made in accordance with adopted design standards of the city.	_____	_____
i.	Proposed structures, including their location, use, height, gross floor area, and where applicable, the density, number, size and type of residential dwelling units. The total amount and percentage of site area to be utilized for structural coverage shall be indicated.	_____	_____
j.	Proposed vehicular use areas, including off-street parking areas, driveways, and on-site curb cuts. The total amount and percentage of site area to be utilized for vehicular use areas shall be indicated.	_____	_____
k.	Proposed fences, walls, screen planting and hedges, including their location, type, size and height.	_____	_____
l.	Elevations for the proposed residence.	_____	_____

Source: City of Hallandale Beach, Zoning & Land Development Code, Article V
